

Weekly Report for Week Ending
10 December 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

25X1A9a

Security Staff, New Building [REDACTED]

Installation of systems and procedures have been completed and accepted for operation. Formal report on the project is being prepared and should be ready for submission within the week. Except for periodic inspection trips project is complete.

Requests have been received from OCI, OSI, and Medical for a total of 23 sets of folders and guides for the 1959 Subject-Numeric File System.

Reviewed and approved two new items for the ORR Records Control Schedule.

2. Assignments

25X1A9a

a. Shelf Filing [REDACTED]

General Counsel/Office Layout and Filing Equipment

Memorandum to transmit the proposed plan for the Law Library is being drafted. ✓

Office of Personnel ✓

No change from previous report.

Office of Comptroller/Finance Registry ✓

Have been informed by Miss [REDACTED] ARO, that since the Records Center will accept fiscal year 1955 vouchers, additional open shelving is not desired at this time. Miss [REDACTED] indicated that she wished to evaluate further the durability of the file folder when used on shelving as opposed to its life span when filed in cabinets. Project discontinued. 25X1A9a 25X1A9a

OCR/IR Filing Equipment Installation ✓

Delivery of equipment is expected next week. Carpenters and electricians will probably complete their work this week. ✓

Office of Security/Building 13

Plans for installation of a shelf filing system in Building 13 have been completed to the extent of having the area approved by Physical Security and a requisition for the equipment prepared. This installation will provide a 33% expansion of filing space in 60% less floor space. Nine 4-drawer safes and 26 5-drawer cabinets will be released. ✓

Procurement of the shelving from the Administrative Stock Account will be requested.

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OO/Contact Division/

Although details regarding the purchase and installation of the filing equipment have not been completed, specifications for construction and procurement have been developed.

EE Division/DDP

Use of sorting files to house IBM listings and open shelving for case files, field reports, [REDACTED] has been suggested to the Division and accepted. This equipment will house approximately 200 linear feet of records. The amount and kinds of filing equipment in use to be returned to stock is not known at present. Information required to prepare necessary requisitions will be furnished to the ARO/DDP. Project has been cleared and coordinated with O&M/DDP.

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Executive Secretary/FE/DDP

Through the joint efforts of Security and this Staff the cost of securing a room and installing the ADT system was postponed for the present. A suggestion to keep a portion of the [REDACTED] in the same safe type equipment now in use and the remainder in Rol-Dex is being considered by the office. This arrangement will comply with security requirements in this instance. The problem was brought to our attention by the Office of Security and coordinated with the O&M/DDP staff.

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b. Records Systems 25X1A9a

DD/Personnel/PD [REDACTED]

Made initial contact with DD/Personnel/PD staff concerning filing problems. Scheduled to begin work 10 December.

Personnel/Contract Personnel Division/Card Index ([REDACTED]) 25X1A9a

Memorandum has been forwarded to the Office of Security requesting inspection of the area.

Subject-Numeric Files in OP [REDACTED] 25X1A9a

Fourteen installed; 1 in process (Employee Relations Branch, POD). Discussed with ARO/OP plans for annual cutoff of files and installation of 1959 folders.

OO/FDD Translation Index [REDACTED] 25X1A9a

No change from previous report.

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Review of Clerical Training in Filing [REDACTED]

Completed monitoring course in "Filing" given to clerical employees in IAS Pool/OP by OTR's clerical Training Branch. Began work on improved visual aids and up-dating lesson plan used. ✓

Special Planning Assistant/DDS [REDACTED]

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A review of the files in the office of the Special Planning Assistant to the DD/S was started this week. Prior to completion Records Control and Vital Materials Deposit Schedules will be prepared and a files system will be installed. ✓

c. Records Schedules

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Office of Central Reference [REDACTED] ✓

Review of the schedule is continuing. In the interim, a special memorandum is being prepared which will recommend a change in the present retirement and disposition procedures of an item covering 750 cubic feet of IBM cards. The change if approved, will effect a savings in the number of service requests handled by the Records Center and considerable time in searching by the Machine Division, OCR. 25X1A9a

Medical Staff [REDACTED]

The physical audit of Medical records has been completed. Revised schedules for the Psychiatric and Technical Divisions have been forwarded for review and concurrence. Revision of the remaining portion of the schedule is in process. ✓

3. Vital Materials [REDACTED]

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25X1A9a Mr. [REDACTED] of OCR accompanied last week's trip to the repository and reviewed IR deposits. Mr. [REDACTED] of OCR also made the trip and inspected BR deposits. These persons are new appointees to the emergency team and were given a general familiarization of the facilities available at [REDACTED] which included a tour of the reproduction plant and the records center. 25X1A9a

25X1A9a Mr. [REDACTED] ARO/OCI, inspected the repository and the records center. 25X1A9a

Microfilming of Vital Materials in OCR/IR and /GR and Security Offices continues. These projects are 15%, 10%, and 5% complete. Filming of one small project in the Logistics Office was done this week.

A meeting was held with Mr. [REDACTED] OCR/Library, to discuss a means of improving the index cards (intellofax work cards) presently on file at the repository. Mr. [REDACTED] proposed a very good suggestion which will be presented to Mr. [REDACTED] at the meeting scheduled for next Friday. 25X1A9a

4. News

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The revised 1958 Air Force Manual on the Evaluation and Disposition of Records, has been received and will be added to the reference material in the bookcase.

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